

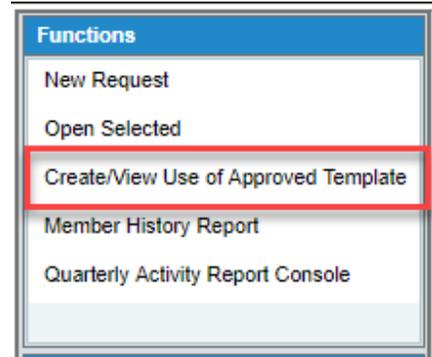
Guide to Franking Self-Service Create/View Use of Approved Templates

The Franking Self-Service Use of Approved Templates functionality may now be used across sessions.

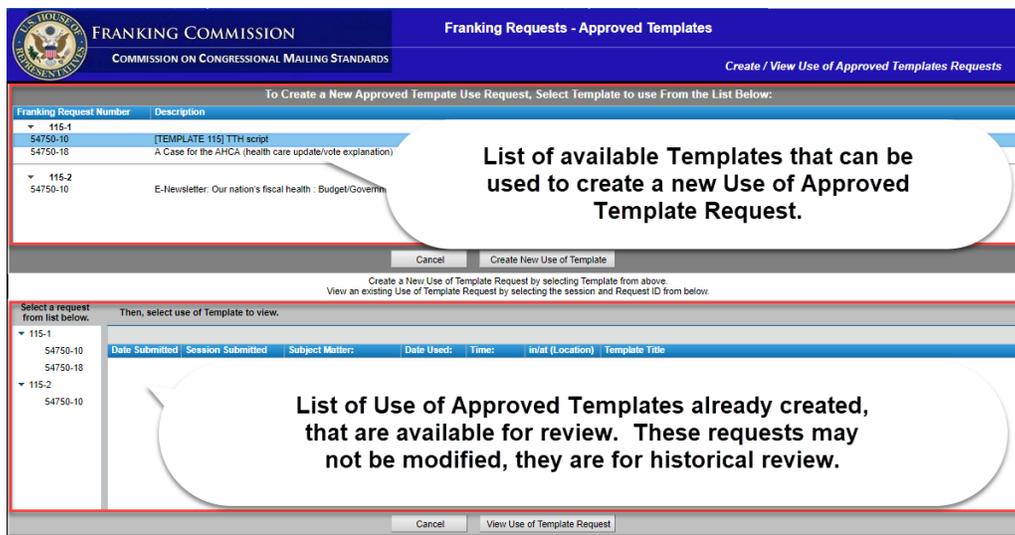
Prior to being able to use an approved template request, you must submit a request template.

From the Self-Service console, the Create/View menu option provides access to view and create use of requests.

Please refer to the User Guide if you need guidance on how to submit a new Template Request



The Use of Approved Templates selection window will appear.



To create a new Use of Approved Template request

- a. Select the approved Template from the list displayed at the top of the form and click the “Create New Use of Template” button.
 - i. Templates will be presented grouped by the session they were created and approved in.
 - ii. Templates from different sessions may have the same Request ID, however the Description will be different.
- b. The Create New Use of Approved Template form will be displayed. Enter the required information and click the save button.

To view an existing Use of Approved Template request

- a. Select the Session and Request ID from the left section of the lower panel. A list of the existing Use of Approved Templates will appear.
- b. Select the desired request, and click the “View Use of Template Request” button.
- c. The Use of Approved Template form will be displayed. Click the close button when finished.

Click the Cancel button below either section to close the Approved Templates form.